



11-05-2007 (Rev. ____)

TB-2007-1

General Subject: Developing Bulletins

Guidelines for Writing Technical Bulletins

Introduction

The Department will issue *Technical Bulletins (TBs)* to disseminate information of a technical nature that does not have a place in the Specifications or Standards.

Background and Definition

A *Technical Bulletin (TB)* will be used to explain any new Special Provision, Details, or Inspection issue as it relates to new or unique processes. The audience for the TB may include Designers, Inspectors, Residents, Materials and Tests personnel, PEFs, FHWA and bidders preparing their bid. The Technical Bulletin, Special Provisions and Details will be issued simultaneously with the letting to assure the bidders have the most up to date information by which to bid.

In the past, *Construction Bulletins* have been issued by the NCDOT Construction Unit to “clarify, discuss, interpret and provide guidance for contract administration issues related to NCDOT construction contracts”. However, *Construction Bulletins* will no longer be issued. If the need arises for that information, it will be handled as a TB. The current *Construction Bulletins* will remain on the Construction Unit’s website and will not be converted to TBs at this time.

Problem Statement

It should be recognized that the target audiences for TBs are not technical experts

for the new or unique process and the TBs should be written as such.

This TB is a resource for the **writers** of the TB, who are the experts, and are proficient with the new or unique process. The TBs should be written at no more than a 12th grade comprehension level. To check the readability statistics, go to Tools, then Options, click on the Tab for Spelling & Grammar and check the box for the readability statistics, then click OK. After completing a spell check, the readability statistics will show on the screen.

Description of New or Unique Process

The template for developing a TB will be available on the Project Letting page <http://www.ncdot.org/doh/preconstruct/ps/contracts/letting.html>. The writer must use the template provided and process explained in this TB. The Project Services Office will assign the TB number prior to distribution. The writer may use their initials in the place of the number for the draft TB.

It is important to reiterate that the proficient or expert person for the unique or new process must write the TB. If training is offered in conjunction with the TB, there must be a lesson plan in place before the TB is distributed. The lesson plan and training will be the responsibility of the issuing unit also.

Writing the TB and developing training will not be assigned to Project Services unless it is a contract administration issue.

Use of New or Unique Process

This TB will be used when a new or unique process has been developed and Special Provisions or Special Details need more explanation.

Inspection Details/Checklist

There are three technical committees that will be responsible for reviewing all TBs prior to its distribution. One committee will take the lead in the review, depending on the subject. They are as follows:

The Bridge Team: The Chair is Greg Perfetti. The Team is comprised of engineers from various design and field offices. Their emphases are structure-related issues.

The Implementation Committee: The Co-Chairs are Jay Bennett and Rodger Rochelle. The Committee is comprised of engineers from the various design and field offices. Their focus is Specifications and Standards relating to design issues.

The Pavement Technical Committee: The Chair is Judith Corley-Lay. The Committee is comprised of engineers from the design units, construction unit and field offices. Their focus is on asphalt and concrete pavements.

After the TB has been written, reviewed and approved by the writer's supervisor, the TB must be taken to the appropriate Technical Committee, with copies to the other two Committees.

After the presentation to the appropriate committee, the Chair of that Technical Committee may assign a more thorough review of the proposed TB to at least two

members of the Technical Committee. Those members must complete the TB Review Form and give it back to the Chair within the stated deadline of the Chair. If the Committee is not scheduled to meet at an opportune time to review the draft TB, the Chair may send it via e-mail for comments to the appropriate committee members. The other committees may make comments if deemed appropriate by the Chair of those committees.

After the TB has been approved by the appropriate Technical Committee, send a copy of the TB and TB Review Forms to the Leadership Team for their information/approval, and to the Project Services Unit, Attn: Contract Officer for a final review, approval and distribution.

The TB and accompanying Review Forms must be submitted at least 20 weeks prior to the project let in which it will be used. This will allow time for the TB to be distributed for use by the bidders in preparing their bid.

Comments

Before a TB is written, it should be researched for similar TBs. Review carefully after writing to assure there are no conflicts between the new and existing TBs.

If a TB requires updating, begin with the original distributed version and revise it. Add the revision date after the initial date on the letterhead.

Generally, the **TB should not exceed 2 pages, front and back**. This is our goal to assure that the targeted audience will read the TB in full.

TBs **are not and should not be viewed as substitutes** for special provisions,

specifications, details or standards. They should be viewed as complimentary only.

Filing and Disposition of TBs

This initial TB will be distributed electronically, and it will be distributed in paper format within a 3 ring binder to NCDOT personnel. The 3 ring binder will have dividers matching the sections of the Specifications Book. (Example: Tab 6 will be Asphalt Pavements.) Subsequent distributions will be sent via electronic copy to each Division to a specific contact person. That person will be responsible for all distribution within that division. The end user will be responsible for updating the 3 ring binder.

TBs will be reviewed on an annual basis to determine if they continue to be a useful document. If there are any that should be cancelled, a notice will be distributed with an effective date, listing the TBs that are to be removed from the binder.

TB-2007-1 will be reviewed and updated periodically as questions and comments are received.

TBs will be determined by the following definitions:

Filed	TBs that will be dynamic or will provide information over a long period of time
Supersede	For those TBs that will be updated, revise the original TB and reissue instead of issuing numerous TBs on one subject. Add a revision date just after

the initial date. This action will reduce the chance of issuing conflicting information and will keep the TBs dynamic. Project Services will keep copies of all the originals. TB-2007-01 will be updated as questions and comments are received.

Cancel TBs that are no longer providing useful information.

Keywords

*Technical Bulletin
Guide
Instructions for Writing Technical Bulletins*

Filing and Disposition of TB

This TB should be filed in binder, under Tab no. 1.

Obtain More Information

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919-250-4124
<mailto:rgarris@dot.state.nc.us>

Website:
<http://www.ncdot.org/doh/preconstruct/ps/contracts/default.html>

Attachment:

[Technical Bulletin Review Form Flowchart](#)

END